

**City of Olmos Park
120 West El Prado Drive
San Antonio, Texas 78212**

The City of Olmos Park is currently accepting applications for the position of Fire Chief. Individuals that meet the minimum requirements listed below are invited to submit an employment application along with supporting documentation to verify eligibility. Completed application packets must be received **no later than the end of business day February 16th, 2018.**

Applications can be found online at olmospark.org or picked up at City Hall between the hours of 8:30AM to 5:00 PM Monday-Friday.

Position: Full-time Fire Chief

Salary: DOQ

Requirements:

- 10 years preferred firefighting experience;
- Must be familiar with NFPA and Texas Commission on Fire Protection rules;
- Certified as an Master Firefighter or higher by the Texas Commission on Fire Protection;
- Certified as an Fire Service instructor II by the Texas Commission of Fire Protection
- Certified as Fire Inspector Basic by the Texas Commission on Fire Protection
- Certified as an Arson Investigator;
- TX Class B Driver license with firefighter exemption;
- Certified as an Emergency Medical Technician- Basic or higher from the Texas Department of State Health Services;
- Must have certifications in National Incident Management System (NIMS 100, 200, 300, 400, 700, 800)

Job Description:

SUMMARY

Under the supervision of the City Manager. Supervises overall operation of Fire Department, Emergency Medical Services, and coordinates activities of Emergency Management Functions. This position should set a high standard for ethics and principles; foster cooperative working relationships with other City departments, as well as other government, regulatory, or outside agencies, various public and private groups, and the residents of Olmos Park.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodations)

1. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department, meeting legal requirements and City needs;
2. Prepares and administers the departmental budget and develops and recommends annual and long-range plans for Fire Department;
3. Ensures that adequate internal controls are developed and operative so that the resources of the City are efficiently utilized and managed;
4. Provides for the selection, training, professional development, policy adherence, and work evaluation of officers, maintains harmony among staff and resolves grievances;
5. Ensures that laws, ordinances, and policies are consistently enforced and monitors changes in laws, regulations, and technologies that may affect departmental operations, and implements changes as required;
6. Demonstrates leadership qualities for department personnel, including the ability to react quickly and calmly in emergencies and project a positive public safety image;
7. Prepares and directs a variety of written correspondence, staff reports for City Council or the City Manager, requests for proposals, contracts, ordinances, and other written communication as needed;
8. Works closely with the City Manager and other City departments in developing and implementing programs for the most effective department services with an attitude of continuous quality improvement;
9. Develops policies, procedures, and regulations for the Fire Department;
10. Coordinates and monitors the Emergency Medical Service contract with Alamo Heights;
11. Attends seminars and successfully completes training as required to maintain proficiency in major responsibilities;
12. Coordinates and updates mutual aid agreements with surrounding communities;
13. Supervises Fire Department personnel in both administrative and operational assignments of the City (gas lights, grounds maintenance, general repair, sewer maintenance);
14. Assumes command at multiple alarm fires;
15. Assists other Chiefs at mutual aid fires in neighboring municipalities;
16. Attends monthly Council meetings to answer questions concerning Fire Department activities;
17. Assists City Manager with the general upkeep and maintenance of City Hall and City properties;
18. Investigates and resolves complaints against the Fire Department and its personnel;
19. Serves as the Arson Investigator;
20. Assists the Building Department as needed;
21. Supervision of the Public Works Director;
22. Assists with inspection and analysis of sewer line issues;
23. Other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills require.
24. Physical requirements: constantly sees and hears; frequently sits, climbs, writes. May be required To engage in arduous physical exertion under rigorous and unusual conditions associated with the suppression of fires.

Other: Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.